

Phantom Photos

- ✓ All DA photos are electronically transmitted to PERSCOM within one business day of the shoot (if there are no technical difficulties).
- ✓ You are required to provide two hard copies to your Military Personnel Office (MILPO)

Step – 1 - Appointment

Make an appointment by calling 287-4960/3909 or come by Bldg 229 for a same day appointment. Telephone hours are from 0730-1600 weekdays. Plan to arrive 30 minutes prior to your shoot time. Cancellations and changes must be completed 24 hours in advance or risk being a 'No- Show'. 'No Shows' are recorded and reflect poorly on the unit and the soldier.

Step – 2 – PREPARATION

Your uniform must meet Army standards IAW AR 670-1 BEFORE you arrive at the photo studio. **WARNING:** It is the soldiers' and their chain-of command's responsibility (not the photographer's) to be ready BEFORE you arrive at the photo studio. Natural wrinkles from the wear of the uniform are acceptable and not a justification for a re-shoot.



Step – 3 – At the Studio

Report to the studio with a pressed and properly fitted Class-A uniform with all permanently authorized badges and appropriate patches (we recommend that you carry your uniform into the studio). Before the photo is taken, you will be asked to verify all administrative data. After the photo is taken, you will be asked to review and accept the photo.

Step – 4 – On-Line Review

✓ You have three (3) business days from the day that the photo is available on-line to either ACCEPT or REJECT. Photos that are not reviewed are automatically accepted and become official photos of your Official Military Personnel File (OMPF).

✓ **WARNING: ERRORS IN WEAR OF THE UNIFORM MAY NOT BE A JUSTIFICATION FOR A RETAKE. REQUESTS FOR RETAKES ARE HANDLED ON A CASE-BY-CASE BASIS.** If you reject your photo, your unit commander (or representative) must complete the form below. You must bring the completed form and your hard copy photos to Work Reception, Bldg 229 for review prior to seeking an appointment for a re-shoot.

I have reviewed this soldier's photo. RANK/NAME _____

The uniform did not meet Army standards because: _____

_____/_____/_____
Unit Commander or Representative Unit Designation Date

Telephone # _____. The above signature certifies that this soldier's uniform/appearance has been re-inspected and now meets Army standards

On-Line Photo Instructions

Review of your photo on-line is **optional**. If you do not accept/reject your photo within three business days after the photo is available on-line, the new photo will automatically become your DA Official Photo. This new photo will be exactly the same as the photo you previewed at the photo lab. **No changes are made by TSC or PERSCOM.**

Please keep in mind that if you **reject** your photo, and wish to replace it, your re-shoot must be approved by your chain of command (See Page 1) and reviewed by TSC.

System Requirements: Internet Explorer (6.0 or higher)

Photo review process:

1. Start your web browser.
2. For the latest information on the new DA photo policy try this link: <https://www.perscom.army.mil/> then look down the left side under 'Featured Sites' for the DAPMIS link.

DA Photo Management Information System



3. You will need to enter your **Army Knowledge Online (AKO) login and password** in the security popup window.
4. You will now see the DAPMIS intro page. Press **Photo View**.
5. You will now see the **Photo View and Acceptance** screen.
6. It is here that you will either **Accept** or **Reject** the new photo to be your DA **Official Photo**

WARNING: ERRORS IN WEAR OF THE UNIFORM MAY NOT BE A JUSTIFICATION FOR A RETAKE. COMMANDER and TSC REVIEW IS REQUIRED PRIOR TO RETAKE APPROVAL.